

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

**Class Title: DIRECTOR OF VETERANS' SERVICE AGENCY**

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**Jurisdictional Class: Non-Competitive**

**Date Adopted: 2/2007**

**Date Revised:**

**Jurisdictions: County**

**Union Status: Exempt**

**Pay Grade:**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing all activities of the veteran's service program for the County. An employee in this class administers a program to assist veterans, service personnel and their dependents in obtaining benefits to which they are entitled under law. The work is performed under the general direction of the Board of Supervisors with wide leeway allowed for the exercise of independent judgment in the day-to-day activities of the Veterans Service Agency. Consultative assistance for the position is provided through contact with officials of State and Federal veteran's agencies. Supervision is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

Performs a wide variety of counseling and informational work through such means as personal interviews, telephone conversations, and correspondence on questions pertaining to claim benefits, employment placement, educational training, medical treatment, legal aid and related veterans problems;

Prepares correspondence, maintains case records and processes various forms involving veterans' tax exemptions, burial claims and pensions;

Secures commitment of veterans to hospitals and other institutions, subsequently visits clients in order to counsel and advise them and obtain information regarding the status of their medical progress or claims;

Maintains close liaison with State and federal veteran's agencies as well as various local private and governmental agencies in order to secure information and evidence necessary to the proper presentation of claims;

Studies current legislation of interest to veterans in order to be informed of such legislation;

Contacts private and public social service agencies in investigating claims and status of needy veteran clients;

Prepares and maintains County department budget and reports to the Board of Supervisors;

Searches out, applies for, and administers grants for the department;

Prepares releases for local news agencies in which legislation and directives pertaining to veteran's affairs are analyzed and commented upon;

Arranges for transportation of veterans suffering from incapacitation or mental incompetence to hospitals or institutions;

Attends meetings of the County Board to advise on or discuss work of the veteran's agency;

Maintains contracts(s) with Veteran's groups in Schoharie County and works closely with them in matters involving veterans and their families.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of Federal, State and local laws, rules and regulations pertaining to benefits and services for veterans and their dependents; thorough knowledge of the forms, methods and procedures necessary for the processing of veterans benefit claims; good knowledge of interviewing and counseling techniques; ability to deal effectively with representatives of Federal and State veteran's agencies, veterans organizations and the general public; ability to plan and organize work; ability to express ideas clearly and effectively, both orally and in writing; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalency and must have served in the military.

### **SPECIAL REQUIREMENTS:**

They must complete Veteran's Service Officer Training within the first year of appointment.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a